

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Equipment Coordinator
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| <u>Revision Date:</u> | 04/07 |
| <u>EEO Function:</u> | Police Protection |
| <u>EEO Category:</u> | Admin Support |
| <u>Status:</u> | Non-Exempt |
| <u>Control No:</u> | 40413 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Administrative Captain or their designee, coordinate the equipment and uniform program for the Police department.

III. Essential Duties:

- Coordinate, issue, and manage uniforms and equipment for the Police department.
- Coordinate inventory, track equipment, and maintain accurate equipment reports.
- Research and compile bid information for new equipment purchases.
- Perform audits of Sandy City owned equipment at least annually.
- Maintain equipment maintenance and certification database.
- Issue Prox cards and keys.
- Identify and process surplus items.
- Reconcile bills to purchase orders.

IV. Marginal Duties:

- Coordinate special programs as assigned.
- Back-up the training coordinator in his/her absence.
- Perform other duties as assigned.

V. Qualifications:

Education or Certifications: High school diploma or equivalent required. Bachelor's degree preferred.

Experience: Two years prior job related experience preferred.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Familiarity with database programs, clerical skills, equipment management.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, and tools; responsible to make recommendations to administration regarding equipment and uniforms; accountability for equipment.

Communication Skills: Communicate effectively verbally and in writing; follow verbal and written instructions; respond to internal and external requests for information about uniforms and equipment; contact with other departments requiring tact and judgement; frequent contacts with major executives on matters requiring explanations and discussions; regular and frequent outside contact with persons of high rank; requires well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Requires regular use of a desk top computer; frequent use of printer, copier, and telephone system.

Analytical Ability: Must be able to evaluate in-service materials effectively; evaluate uniform and equipment usage and needs.

VI. Working Conditions:

This is primarily an office/training setting; great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; moderate exposure to deadlines; moderate muscular exertion required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.